



BRANDON SCHOOL DIVISION

Minutes of the Regular Board Meeting Monday, October 27, 2025

J. L. Milne Boardroom
Administration Office
1031 - 6th Street, Brandon, Manitoba

Trustees Present:

L. Ross, Chairperson	D. Ross, Vice-Chairperson
K. Carr	C. Ekenna
K. Fallis	L. McConnell
S. Mozdzen	J. Murray
B. Sieklicki (by phone)	

Also Present:

D. Labossiere, Secretary-Treasurer
M. Gustafson, Superintendent/CEO
S. Gilleshammer, Assistant Superintendent – Student Services
J. Zilkey, Assistant Superintendent – Curriculum and HR
J. McBeth, Executive Assistant
T. Curtis, Communications Coordinator

The Chairperson called the meeting to order at 7:06 p.m.

AGENDA

1.00 AGENDA/MINUTES:

1.01 Approval of Agenda

Senior Administration added four (4) items for In-Camera.

K. Fallis – J. Murray
That the agenda be approved.
Carried

1.02 Adoption of Minutes of Previous Meeting

a) Regular Board Meeting – October 14, 2025
K. Carr – D. Ross

That the minutes be approved as circulated.
Carried

C. Ekenna – K. Fallis
That the Board move into In-Camera session at 7:08 p.m.

2.00 IN-CAMERA DISCUSSION

2.01 Student Issues

- Reports
- Trustee Inquiries

2.02 Personnel Matters

- Reports
- Trustee Inquiries

2.03 Property Matters/Tenders

- Reports
- Trustee Inquiries

2.04 Board Operations

Mr. Labossiere provided information on two (2) Board Operation matters and received feedback from the Board.

Mr. Gustafson provided information on two (2) Board Operation matters and received direction from the Board.

D. Ross – C. Ekenna

That the Board move out of In-Camera session at 7:28 p.m.

The Chairperson called the public portion of the meeting to order at 7:32 p.m. with a traditional heritage land acknowledgment and welcomed newly elected Trustee Mozdzen.

3.00 PRESENTATIONS AND COMMUNICATIONS

- a) The 2024-2025 Financial Audit is now complete. Representatives from BDO Canada, LLP, will attend and present the Auditor's Report on the Financial Statements.

Mr. Birkhan, Auditing Partner of BDO Canada LLP, Chartered Accountants, joined the Board at the table and spoke to the 2024-2025 Audited Financial Statements. Mr. Birkhan was pleased to report that the June 30, 2025, audit had been completed.

Mr. Birkhan provided a description of the audit process, and the methodology used in the course of their audit and discussed their findings in the audit process. The audit was conducted in accordance with Accounting Standards required for School Divisions and encompassed testing the balances and disclosures included within the financial statements prepared by management.

Mr. Birkhan indicated that for the year end of June 30, 2025, BDO can present a clean and unqualified opinion, which means that the statements are stated fairly in accordance with the basis of accounting required for Manitoba Education for School Divisions.

Mr. Birkhan indicated the 2024-2025 financial statements did report a small operating surplus of approximately \$400,000 or 0.3% of annually operating expenditures. He noted that with the 2024-2025 surplus the accumulated surplus is approximately \$3.68 million dollars, which sounds like a lot, however it is approximately 2.8% of the annual expenditures.

In closing, Mr. Birkhan thanked the Brandon School Division for appointment of BDO and the opportunity to work with the School Division. He also thanked Mr. Labossiere and his Finance team for their hard work during the course of the audit. Mr. Birkhan felt it was very important to advise the Board of Trustees that their affairs are in very strong hands and Mr. Labossiere and his team do a very good job for the Brandon School Division.

At the conclusion of the presentation the floor was opened to the Board of Trustees for questions, however there were no questions or concerns from the Board. The Chairperson thanked and acknowledged Mr. Labossiere and his Finance team for their hard work.

3.01 Presentations for Information

3.02 Communications for Information

3.03 Communications for Action

4.00 REPORT OF SENIOR ADMINISTRATION

Mr. Gustafson provided highlights from the following items from the October 27, 2025, Report of Senior Administration:

a) Administration Information:

➤ Celebrations:

- Major Production – École secondaire Neelin High School is pleased to present School of Rock – The Musical, from November 5-7, 2025, at the Western Manitoba Centennial Auditorium.

➤ Information Items:

- Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 27, 2025, as Manitoba School Library Day. Trustee Carr expressed his gratitude to the librarians and support staff for all the hard work they do for the educators and students.
- Correspondence was received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, proclaiming October 27 to 31, 2025, as Media Literacy Week and October 29, 2025, as Digital Citizen Day.
- Vincent Massey High School Off-Site Activity, Girls and Boys Varsity Basketball teams, trip to Regina
- Mr. Zilkey provided a report on the supports provided to wildfire evacuees and answered Trustee questions. The Chairperson thanked Senior Administration for their time and effort in putting the report together in a short timeline.

- Administrative Procedure 4085 – Off-Site Programs and Activities and Administrative Form 4085b – Higher Risk Off-Site Activity Proposal Form have been amended to align with the new Divisional insurance for trips, which includes coverage for travel within and outside the province.

b) Business Arising for Board Action:

- Information for Discussion and Correspondence:
 - The Staffing Activity Report was distributed to the Board as Confidential No. 1.

D. Ross – J. Murray

That the October 27, 2025, Report of Senior Administration be received and filed.

Carried

5.00 GOVERNANCE MATTERS

5.01 Reports of Committees

a) Education & Community Relations Committee Meeting

The written report of the Education & Community Relations Committee meeting held on October 14, 2025, was circulated.

K. Fallis – D. Ross

That the report be received and filed.

Carried

b) Finance & Facilities Committee Meeting

The written report of the Finance & Facilities Committee meeting held on October 14, 2025, was circulated.

J. Murray – K. Carr

That the report be received and filed.

Carried

c) Personnel & Policy Committee Meeting

The written report of the Personnel & Policy Committee meeting held on October 14, 2025, was circulated.

L. McConnell – D. Ross

That the report be received and filed.

Carried

5.02 Delegations and Petitions (Max. 15 minutes)

Ms. Heidi Howarth, BCC Chair, presented on behalf of the Brandon Conservatory Chorale in reference to their annual school tour and answered Trustee questions.

Mr. Justin Venema, Brandon Citizen, advocated for the transformation of schoolyards within BSD, proposing the use of native plants and biodiversity in place of traditional monocultural lawns and answered Trustee questions. Trustee Sieklicki asked how much the Division spends

on water and fertilizer for the school yards, to which Mr. Gustafson indicated that the Division spends very little on water and fertilizer. He indicated that additional watering occurs when there is transplanting of sod or for the football playing fields.

5.03 Business Arising

- From Previous Delegation:

- From Board Agenda

- MSBA Issues –

a) E-News – October 22, 2025

5.04 Public Inquiries (Max. 15 Mins)

Mr. James Epp, Brandon Citizen, inquired when will the auditor's report be available to the public and will the report be available in person, online and in accessible forms?

5.05 Motions

58/2025 L. McConnell – J. Murray

That the Auditor's Report and Financial Statements for the twelve-month fiscal period ended June 30, 2025, be and are hereby accepted, and that the Chairperson be authorized to affix their signature and the seal of the Division thereto.

Late Motion:

59/2025 J. Murray – S. Mozdzen

That the Promissory Note LTPS0827 for the purpose of borrowing the sum of Seventy-Eight Thousand Four Hundred Dollars (\$78,400) to meet partial costs of the following:

School:
Crocus Plains Regional Secondary School

Project:
West Side Roof Replacement
with Structural Upgrade

be approved.

5.06 Bylaws

5.07 Giving of Notice

5.08 Trustee Inquiries

6.00 ANNOUNCEMENTS

a) NEXT REGULAR BOARD MEETING – 7:30 p.m. (public), Monday, November 10, 2025

7.00 ADJOURNMENT

J. Murray – K. Fallis

That the Board do now adjourn at 8:35 p.m.

Carried

Chairperson (L. Ross)

Secretary-Treasurer (D. Labossiere)